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The purpose of UNOPA is to provide professional growth and promote high professional standards for educational office professionals with the University of Nebraska, as partners upholding the quality of service to the university educational system and the community.

UNOPA Notes

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION
unopa.unl.edu

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President's Message:

Volume 51, Issue 1
September 2012

"Positive Attitudes Require Positive Thinking"

If you are like me, you are still wondering where summer went! But most of us are welcoming the somewhat cooler temperatures and wishing for rain.

You can feel the excitement on campus with school starting, students returning and new students coming to campus for the first time. Many of us are on the front line with students. They rely on us to answer their questions and help them. Please remember that our attitudes speak volumes, so smiles and friendly voices will make their transition to UNL much easier.

I am excited to hear what the Chancellor has to say at his State of the University address — to find out if we are making progress toward his last year goals of 30,000 students and retention and graduate rates increasing. I want to encourage you to continue to find ways to help with these goals. Staff play an integral part in making students feel welcome on campus and the better we do our jobs, the better experience our students will have.

And of course, there is the feel of football in the air! The Husker gear is on display in all the stores and even on the sidewalk across from the stadium. Football is an opportunity for our association to raise funds by selling parking stalls. Be sure to sign up to help with parking cars at UNOPA's new lot in front of the Whittier Building. With seven home games this season, I hope to see lots of new faces pitching in and directing cars to our new lot. It's always a fun two hours, and if you are going to the game you already have a place to park!

I feel this year in UNOPA will be exciting as well. We start off the year collaborating with UAAD on a joint meeting September 19 at the



— President's message
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First UNOPA Meeting is September 19

The first general meeting will be a joint meeting with UAAD at the East Campus Union on September 19 at 11:45 a.m. Dr. Ronnie Green, IANR Vice Chancellor, will be the featured speaker. Since UNOPA had wanted to schedule Dr. Green also, this is a great opportunity for our two organizations to work together. I am told that he is in great demand to speak, so I encourage everyone to come and hear him. This will be a brown bag meeting because UAAD is hosting and we will have theatre style seating (no tables) for most of the room, so plan your lunch accordingly. We will also have football parking sign-up sheets available for our new lot in front of the Whittier Building. Check your calendars and please sign up to volunteer for a couple of hours of fun.

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CALENDAR

September

- 11 Chancellor's State of the University
Speech employee recognition/picnic.
- 11 UNOPA Board Meeting, 3 p.m., 203
Whittier Bldg.
- 19 Joint UNOPA/UAAD General
Meeting, Nebraska East Union, 11:45
a.m.–1 p.m. Join us to hear IANR
Vice Chancellor Ronnie Green speak.
- 30 UNOPA memberships are due.

October

- 2 UNOPA Board Meeting, 3 p.m., 122
LAW College.
- 5 Fall NEOPA Workshop entitled
"Tools for Success."
- 9 UNOPA General Meeting, 11:45
a.m.–1 p.m., Location TBA.
- 15 Submission deadline for Bradley
Munn professional growth fund.
- 16 Awards nominations due.

November

- 6 UNOPA Board Meeting, 3 p.m.,
Whittier Conf. Room, 3rd floor.
- 8 Joint Career Development Workshop
with UAAD featuring Paul
Wesselman (the Ripples Guy).
- 13 UNOPA General Meeting,
11:45 a.m.–1 p.m., Wick Center.

December

- 4 UNOPA Board meeting, 3 p.m.,
Whittier Conf. Room, 3rd floor.
- 11 UNOPA General Meeting,
11:45 a.m.–1 p.m., Location TBA.

January

- 8 UNOPA Board meeting, 3 p.m.,
Whittier Conf. Room, 3rd floor.
- 15 Joint UNOPA/UAAD General Meet-
ing, 11:45 a.m.–1 p.m., Gaughan Ctr.

February

- 5 UNOPA Board meeting, 3 p.m.,
Whittier Conf. Room, 3rd floor.
- 12 UNOPA General Meeting, 11:45
a.m.–1 p.m., Neb. East Union.
- 21 UNOPA's 50th Anniversary
Celebration! 5:30 p.m., NEU.

March

- 5 UNOPA Board meeting, 3 p.m.,
Whittier Conf. Room, 3rd floor.
- 12 UNOPA General Meeting, 11:45
a.m.–1 p.m., Gaughan Center.

April

- 2 UNOPA Board meeting, 3 p.m.,
Whittier Conf. Room, 3rd floor.
- 9 UNOPA General Meeting, 11:45
a.m.–1 p.m., Nebraska East Union.

Start Award Nomination Process Today

- I**t is once again that time of year— UNOPA is seeking nominations for the following awards:
- **2012 Floyd S. Oldt Boss of the Year** – This award honors excellence in personal management. It recognizes University of Nebraska employees who demonstrate outstanding skills in employee supervision and interpersonal relations.
 - **Floyd S. Oldt Silver Pen** – This award honors two office/service employees who have demonstrated superior performance while employed at UNL and who have made significant contributions to the University community.
 - **Floyd S. Oldt Outstanding Staff** – This award was created to recognize an outstanding UNL office/service employee who demonstrates distinguished service and contributions to the University community.



The nomination deadline is Tuesday, October 16. Information about the award criteria and the nomination forms are found on the UNOPA website at http://unopa.unl.edu/about/annual_awards.

If you have any questions, please contact Diane Carson, Awards Committee Director, either by phone, 472-8209 or e-mail dcarson2@unl.edu.

President's Message on Positive Thinking

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East Campus Union with IANR Vice Chancellor Ronnie Green speaking. Think of the impression we'd give if we can pack the room with staff. A large attendance will send a clear message that our staff are really interested and want to know what's happening on both campuses.

Your Executive Board and Ad Hoc committees are busy planning the general meetings, brown bags and workshops. Since UNOPA will celebrate its 50th anniversary in the spring, we would like you to hold the evening of February 21 open for the big celebration.

In my installation speech, I talked about UNOPA members going on safari at UNL to learn about what is happening on the campuses and the changes in administrative and functional offices that affect how we do our jobs. This may be learning about the new Explore Center, the new Education Abroad area, Innovation Campus, or maybe learning a new software program. There has been a great deal of organizational restructuring and I hope UNOPA members will embrace these changes and show their positive attitudes. This means that no matter where or what we have to do in our jobs, we will use positive thinking to help us be creative and efficient. Remember that negative thoughts only slow us down and waste our time, as well as those we're complaining to.

UNOPA depends on you making this organization exciting and rewarding. Please consider how you can contribute to UNOPA as an officer, committee director (we still need Career Development, Nominating and Ways and Means directors) or a committee member. By giving your time, you will be rewarded with personal satisfaction and even greater opportunities for personal growth. I know we can work together to make this a great year for UNOPA and each of us.

– Linda Luedtke, CEOE, UNOPA President

Nebraskans Visit California

By Linda Luedtke, CEOE, with excerpts from Sandy Lineberry, CEOE

Nine UNOPA members, 11 Lincoln Public Schools office professionals, and two office professionals from the Nebraska Department of Education arrived in Costa Mesa, Calif., in early July to attend the National Association of Educational Office Professionals (NAEOP) annual conference.

Costa Mesa is located about an hour southwest of Los Angeles. We traveled on the famous 405 and 05 freeways with heavy traffic. Several of us went two days ahead of the conference to tour Hollywood and Los Angeles, and to visit the beaches along the coast. The ocean was freezing cold and no one in our group could imagine swimming, but people were swimming and the beaches were lined with sun bathers! After the hot temperatures of Nebraska, the 73 degree weather was refreshing and some even thought it chilly.

I started the week by attending Institute classes on Monday and Tuesday from 8–4:30. After the first presentation by Dr. Giovanni Annous "Living with an Attitude – Discover the Four Pillars of Success," I felt I had gained much insight on how to enhance my health, relationships, knowledge and finances, and to make transformational changes in my life. His class was worth the entire trip.

After dinner that night was a pajama party. Each of us were asked to bring a pair of new PJs to give to the Janesse Center for Abused Women and Children. The center was very appreciative of the six huge tubs of PJs and 15 boxes of toiletries collected.

The next day Michael Vantrease, Senior Vice President and Head of Learning and Development for Bank of the West, taught us how to increase our positive attitudes, modify stress behaviors and successfully communicate in the business environment. He also spoke on how to deal with the many generations in the workforce today.

The conference opening ceremonies and First General Session were Tuesday night with motivational therapist Mac Macdonald as keynote speaker. This night is special because of the flag ceremony. Every state is represented by a flag. Lola Young, CEOE, carried Nebraska's flag. The flags are displayed in the main conference room the entire week and retired at the end of the conference. Attendees wore their patriotic attire for this evening.

Early Wednesday morning I went to Advisory Council as UNOPA's delegate. The duty of this council is to research and evaluate all proposals that have been submitted by any of the affiliated organizations (UNOPA is one) throughout the year. Any of the proposals that needed attention and a vote of the entire membership were forwarded on to the general session. After Advisory Council, our Central Area lunch meeting was held with Lisa Morehouse, CEOE, Central Area Director from Lincoln Public Schools, leading the discussions. This lunch was followed by the Second General Session and the Foundation Meeting. At 4:30 p.m., drawings were held for the State Baskets and other raffles. That evening was the PSP banquet and a reception to congratulate Susie Ahlberg from LPS on her PSP award.

Thursday began with the Higher Education Council Breakfast at 7:30, and our own Gretchen Walker, CEOE, Higher Education Council Director, leading the group. This is always a great time to network with our counterparts in other Universities across the country. At 8:30 a.m., we were off to briefings followed by the Awards Luncheon at 11:30 where Dr. Roger Breed, Commissioner, Nebraska Department of Education, received the Administrator of the Year Award. After lunch was the Third General Session and another inspiring speaker, Brett Eastburn, who was born with no arms or legs. He didn't believe he was handicapped and proceeded to show us the many things he could do without arms and legs. He was a champion wrestler, nationally recognized artist, a comedian and now is a motivational speaker nationwide. He stressed that we can do anything if we tell ourselves we can. That evening was our free evening and several of us attended a Pirate Dinner Theatre which gave us another chance to travel the freeway.

Friday was the final day of conference and we started at 8 a.m. with the Fourth General Session and all the affiliate awards. I was honored to accept UNOPA's first place award for



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Young Installed as NAEOP President

– NAEOP Conference

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website in our division of 300 or less members and a second place award for our newsletter. Congratulations to Deb Rosenau for the great website work and Linda Ratcliffe for the great job on the *UNOPA Notes* last year.

At lunchtime, Nebraska delegates along with friends from other states decorated the ballroom for Lola Young's Presidential Installation that night. Sandy Lineberry, CEOE, and her husband, Abe, traveled by van to California (compliments of Harvey Perlman) with all the decorations. Sandy and her committee did a fantastic job of creating a beautiful backdrop and elegant table decorations.

At 1 p.m., we went to the Fifth General Session. This session included the Celebration of Life Ceremony (a remembrance of those members and family of NAEOP members who have passed away the past year). This was followed by another speaker and the retiring of the flags. Then we finished decorating the ballroom and prepared for the celebration dinner.

Lola's installation was another highlight of the conference (see top two pictures at right). The decorations were beautiful, the ladies were elegant in their black, white or red formals, and her speech was inspiring. Sandy Lineberry presided over the national installation. I presented Lola with a beautiful heart necklace from UNOPA and told Lola how proud we are to have a national president and that we know she will do Nebraska and NAEOP proud. The installation was followed by a reception where everyone congratulated the new board and Lola.

Gretchen Walker, CEOE, was installed as the Higher Education Council Director (third picture from the top). Sandy was also installed as Presidential Aide (bottom right) to Lola this year and chaired the committee that did this year's stage and table decorations. Sandy said she had an excellent committee consisting of numerous UNOPA, LPS and friends from Vermont, Texas and Missouri.

In honor of Lola's installation as NAEOP president, she received numerous state and national accolades. Those included: July 13th – Lola Young Day in a proclamation by Gov. Dave Heineman; congratulatory letters from the Secretary of the Dept. of Education, and Sens. Mike Johanns and Ben Nelson; Admiralship in the Nebraska Navy, and of course, recognition by UNL Chancellor Harvey Perlman and NU President J.B. Milliken.

Several Nebraska attendees were nominated and voted upon to be on national committees. Going to national conference is definitely a busy, busy week, but I loved every minute of it. The more you get involved, the more you learn. The friendships you develop and the networking you do are invaluable. I hope we have a huge delegation in Alexandria, VA next year. Lola will be conducting all the meetings and passing her gavel on at the end of the conference. If you extend your trip next year, you can visit nearby Washington, D.C. as a sight-seeing bonus.



NEOPA Fall Workshop

highlights 'Tools for Success'

Make plans to be at Southeast Community College in Lincoln on **October 5th** for the **Fall NEOPA Workshop** entitled **"Tools for Success."** The Keynote Speaker is Carmen Schwab, who will speak on "Water Cooler Talk.....Hydration for success!"

Just like hydration is vital to our overall health and wellness, distilled water cooler talk is hydration for business success. Water cooler talk provides the essential nutrients needed for that **wow** customer experience! During our time together we will learn, challenge, inspire, motivate and encourage one another toward customer service excellence from the inside out! This is not your typical, repetitive seminar. You will have more fun than you thought and come away with new ideas, inspiration and tools that will create distilled water cooler talk for a long time to come.



Other session topics include:

- Building Bridges to Success: Developing NEOPA, Involving Members –Jolene Palmer
- Email Faux Pas – Sheila Kepler
- Influencing Up – Jeanne Baer
- Water Cooler Talk – Hydration for Success! Continued - Carmen Schwab
- Backwards Planning – Christine Cary, CEOE
- LinkedIn – Diane Siefkes
- Excel Top 10 Tips – Sandi Campbell

NEOPA is also kicking off the new E-Series at the Fall Workshop. Program members will receive 30 hours of educational credit in two years if they attend all of the sessions. It is a plan designed to EMPOWER individual members by discovering their own skills and talents. Participants can learn to ENGAGE with other members in recognizing and celebrating their strengths and skills and how we can all work together for the best results. Selected sessions at the workshop will count toward the 30 hours of educational credit. You do NOT have to commit to the E-Series to attend the workshop. You will still receive workshop credit for the sessions you attend.

Watch for the brochure about this event. The deadline for registration is September 21, 2012. The cost is \$50 for NEOPA members and \$65 for non-members. This is a great way to meet members from other state affiliates and continue your own professional growth. And remember – the registration fee can be reimbursed through the Bradley Munn Fund if you haven't submitted in the past 2 years!

Contact Immediate Past President Cathy Robertson for more information – crobertson@huskers.com or 472-0456.

News about EAP September Support Groups

Women and Money

The UNL Employee Assistance Program is offering a learning opportunity entitled "Women and Money." Phyllis Webb from Waddell & Reed will speak about money management and how money specifically relates to women.

The program will be September 25th from 12-1 at the City Campus Union. This program is a part of the group "Women: Focus on Yourself," and is open to all staff. No registration is required. Questions may be directed to the EAP at 472-3107.

Who's Taking Care of The Caregiver When the Caregiver is Busy Taking Care?

Julie Masters Ph.D., Chair of Gerontology at UNO, will be speaking at the Caregivers Support Group on how caregivers are impacted in the long term by caring for others even as they are aging themselves.

Learn about the aging process and things we can do that will help us take care of ourselves as we are caring for others. The Caregivers Support Group meets on September 26 from 12:00 – 1:00 at the City Campus Union. Questions may be directed to the EAP at 472-3107.



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*Positive Attitudes Require
Positive Thinking!*

We're on the
web at:
unopa.unl.edu!

Professional Growth Fund Available for UNOPA Employees at UNL

Did you know? Any UNOPA member who is a full or part-time UNL employee is eligible to apply for up to \$100 reimbursement of expenses for professional growth activities. Eligible expenses include workshop registration fees, college tuition, textbooks, travel expenses for a conference, etc. You may combine more than one expense on one application.

The Bradley Munn Professional Growth Fund is just waiting to hear from our members so we can reimburse the expenses you have for continuing your professional growth. The next deadline to submit your receipts for reimbursement is **October 15**. The form for submission is on the [UNOPA website](http://unopa.unl.edu). Any questions? Contact Cathy Robertson, Immediate Past President, 472-0456 or crobertson@huskers.com.